

POSITION DESCRIPTION FOR CORRECTIONS SPECIALIST (PRE-TRIAL CONFINEMENT ADMINISTRATOR)

INTRODUCTION

This position is located in the Administration Department of the Naval Consolidated Brig Miramar which is an adult correctional facility in which personnel of both sexes (primarily male), up to a maximum of 400 persons, may be confined to serve sentences imposed by appropriate military authority. Although the brig is ' a Naval facility, members of other military services are incarcerated therein on an as-needed basis. Any person with a sentence to confinement may serve that sentence at a consolidated brig. Consolidated brig's may also confine persons being detained awaiting court-martial or those convicted by summary court martial. Additionally, any person who becomes a serious management problem at any waterfront or other smaller facility may be transferred to a consolidated brig.

Prisoners and detainees at a consolidated brig may include murderers, rapists, sex offenders, drug dealers, long term absentees and other such offenders. Staff consists of professional-level employees such as administrators, doctors and program specialists as well as correctional officers, counselors and other line staff. As there is no career corrections track for Navy officers and enlisted, the incumbent serves the critical function of providing consistency of operations despite staff changes brought by normal rotation.

The incumbent's role is essentially that of coordinator of all matters relating to the confinement of personnel awaiting court martial. The incumbent reports directly to the Administrative Officer. The incumbent has extensive responsibility for ensuring all personal and legal problems of detainees are addressed, including magistrate hearings, command visits, attorney visits, pay, records, appointments, and numerous other administrative duties. As coordination and execution of all pre-trial confinement matters is a complex function, the incumbent must have well developed corrections and legal planning and implementation skills.

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MAJOR DUTIES

Incumbent serves as pre-trial confinement administrator for the consolidated brig. As such, the incumbent performs following tasks:

- Coordinates all aspects of pre-trial confinement ensuring all legal and personal requirements are met. Ensures magistrate hearings and personal representation attorney contacts with detainees (48 hour interviews) occur.

- Coordinates and schedules all detainee hearings, appointments, transportation requirements, medical requirements, command visits, attorney visits, utilizing Corrections Management Information System.

- Researches pre-trial confinement policy, procedures and practices for relevance to evolving

corrections management and advises superiors in the development and implementation of a dynamic program. Drafts proposed policy and procedures for the management of detainees.

---Liaises with brig legal staff to ensure proper policy and procedures are followed.

---Responsible for liaison with area, fleet and headquarters legal offices, Navy region legal, TPU and other Navy commands in action planning; policy and procedure development; emergency services development; delivery of legal, medical, emergency and other services; and in the conduct of daily business of the operation. Performance of liaison duties involves briefing personnel from other commands, soliciting information, coordinating the delivery of services to and from the brig.

---Drafts, monitors and enforces the provisions of all detainee SOP's with other Navy activities.

---Coordinates all aspects of the Victim Witness Assistance Program and Offender Release Notification Programs, including records verification, release and requirements notifications, and counseling.

---Other related duties as directed by brig SOP's and supervisor.

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FACTOR 1. Knowledge Required by the Position

Extensive knowledge of the general principles of correctional administration to include specialized knowledge of the law and management of pre-trial confinement; general counseling techniques and case management. Extensive knowledge of interpersonal and organizational dynamics and their application to staff and prisoner interactions. Knowledge of scheduling, time management and general administrative skills. General knowledge of military administration and organization practices. Ability to work effectively with and through a wide variety of personality types.

FACTOR 2. Supervisory Controls

Incumbent answers to the Administrative Officer and is responsible for carrying out the duties of this position with minimal direct supervision. Incumbent has some latitude in making decisions but must keep supervisor abreast of unusual developments affecting management and/or having an impact upon facility operations.

FACTOR 3. Guidelines

Guidelines are in the form of command SOP's, Chief of Naval Personnel policy, Department of the Navy and Area Coordinator instructions and Federal laws and statutes. Guidelines relate to many areas of the incumbent's responsibility, but independent judgment is used to interpret application of guidelines.

FACTOR 4. Complexity

Work involves execution of policy and procedure, coordination of a large number of prisoners and staff through a number of somewhat complicated procedures. Identifying needs is a matter of professional judgment and requires a very high level of initiative and creativity. Personnel in pre-trial confinement typically present the greatest number of problems and are the most serious management problem because of their own uncertainty.

FACTOR 5. Scope and Effect

Work involves coordinating the pre-trial confinement activities of the brig. The brig is the sole pre-trial confinement facility in Southern California for the Navy and the only facility in the western U.S. and Pacific area for women. As this area is a key area of the brig operation, efficient and effective management is absolutely critical to accomplishment of the brig mission. All pre-trial confinement actions are affected by the efforts of the incumbent.

FACTOR 6. Personal Contacts

Contacts are with superiors at all levels of command, subordinates, detainees/prisoners, lawyers, Federal, state, and local law enforcement personnel, agents of other agencies, private concerns, etc. who are involved with areas of responsibility. Contacts are face-to-face, by phone or in writing.

FACTOR 7. Purpose of Contacts

Contacts are for the purpose of exchanging information, providing advice, obtaining and providing assistance and guidance and for the coordination of required legal and administrative actions of detainees.

FACTOR 8. Physical Demands

Routine movement throughout workspaces and carrying light objects may be required in this position but it is not considered physically demanding. Physical activity is limited to that amount of walking, standing and sitting typical of administrative positions in a correctional setting. No physical demands beyond those satisfied by good basic health are anticipated, however, assaults, tuberculosis and blood borne pathogens are considered potential hazards in a correctional setting. Hepatitis vaccinations are available to all staff.

FACTOR 9. Environment

Incumbent exercises normal safety and personal security practices required when working in a correctional setting. Close contact with detainees and prisoners is routine, frequent and heavy. Work hours may be varied and include early mornings, evenings and weekends. Official travel may be required. This is a Law Enforcement Retirement System position.